STARS

Student Tracking and Reporting System

Chartering Homerooms
eSIS v 11.1
Version 1

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Chartering Homerooms

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Overview

DC STARS is the student information management system for the District of Columbia Public School Systems (DCPS). Elementary and secondary public schools within DCPS each have a unique School Code associated with the school. These school codes assist with identifying where a student attends school. DC STARS is used by all public schools in the District, while Charter Schools primarily use OLEM. In DC STARS, a school code of **998** is used for most Charter Schools for enrolling students residing in DC. However, this does not specifically classify which Charter School the student attends. To distinguish which school a student is attending, a homeroom field is used as a school identifier for the Charter Schools. Please note: Schools using the **998** School code will **no longer withdraw students immediately.** This is a procedural change. The Homeroom field identifies where a student is enrolled until the student leaves the school.

Objectives

Upon completion of this session, participants should be able to:
- Admit a student to DC STARS
- Assign the student to a Charter School by using the Homeroom field
- Review Homeroom List

Participant Prerequisites

The participants of this class should have successfully completed the following training classes:
* DC STARS Overview

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Admitting a student

The Admit Student screen is the only place where you can view all the students in DC STARS, regardless of which school the student attends. If a student is in the DC STARS database with a valid DCPS pupil ID, your first priority is to admit the students into school code 998 with the valid pupil ID.   If a student is new to DCPS, they will not have a pupil ID. Instead you will admit the student and let DC STARS generate a unique pupil ID number.

Follow these simple steps to admit a student into your school:

1. Click the **ADMIT** icon to initiate the Admit Process.

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2. Perform a thorough query in the Admit Student screen. This ensures that multiple records are not created for the same student.

Pupil No	State#	Legal Name	Suf	First Name	Middle Na...	G...	Birth Date	PR	School	Withd
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Select   **Enroll New**

i) Query three ways using the student's **Legal Name** (last name) **Birth Date,** and **Pupil No** (Pupil Id) to ensure that the student does not already exist in the database. If you find that the student is already in DC STARS, you will click the **Select** Select button to select that student record and bring the student into your school.

Note: An exhaustive query must be performed to find the correct student record and avoid creating a duplicate student record.

ii) If the student is not found by querying in the Admit screen, select the Enroll New **Enroll New** button to admit the student into your school and into the DC STARS database. The Enroll New button will cause the Basic Student Demographics Screen to open in Admit Mode. Populate the required fields on the Basic Student Demographics screen as well as the required information on the additional 7 screens in the demographic loop by using the right facing arrow key ➪.

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There are 13 required fields on the Basic Student Demographics Screen.

1. Legal Last Name
2. Legal first Name
3. Gender
4. Birth Date
5. Proof of Age
6. Ethnicity/Race
7. Admission Information Section
8. Street
9. City
10. State
11. Zip Code
12. Proof of Address
13. Mailing Address

Populating the Property Address and Mailing Address require additional steps:

3. Open the Valid Streets Table window by clicking on the look up button.

Enter the first word or letter of the street name in the Street field on the Valid Streets Table window, then enter the wildcard character (%), and hit **F8**. The Valid Streets Table contains only District of Columbia street information. Remember to query a specific street name rather than simply hitting **F8** to avoid generating a lengthy list of valid streets.

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If you queried for King% your search will return, for example, all streets that begin with the word "King" including both King Pl NE and King Pl NW.

Highlight the correct record

Click the SELECT button to automatically populate the **Street**, **City/Munic**, **State** and **Zip code fields** on the **Basic Student Demographics screen.**

Select the student's proof of address from the **Proof of Address** drop down list.

Populate the **Street** number field. Populate the Apt # if applicable.

If the student's mailing address is the same as the property address, click on the **Same as Property Addre..** check the box to automatically populate the Mailing Address field with the student's address.

If the student's property and mailing addresses do NOT match, manually enter the student's mailing address in the Mailing Address field.

The Mailing Address field is the address used when generating student mailing labels.

4. For students that reside at an address outside of DC enter the student's address MANUALLY. Do not use the Valid Streets Table look up feature.

4.1 Enter the student's address manually
4.2 Select the appropriate entry from the Invalid Addr. Reason drop down list
4.3 Enter the correct proof of address entry from the drop down list.
4.4 Manually enter the address into the Mailing Address field

5. Click the ⊞ Save button when you are ready to save the record.

6. A release of information prompt appears after saving the student record.
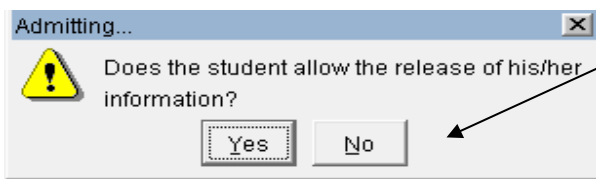
Make the correct selection by clicking either the Yes or No button

Attendance Registration record prompt.
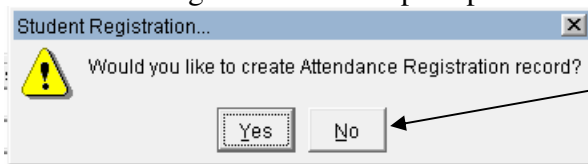
Click the **No** button to ensure that the record for a student admitted before the school year starts is marked as **Not Registered.**

If admitting a student during the school year, click the **Yes** button. This action will open the Attendance Registration Date window; enter the student's registration date. After entering the student's registration date click the continue button, the student's record will be saved and marked with the correct registration date.
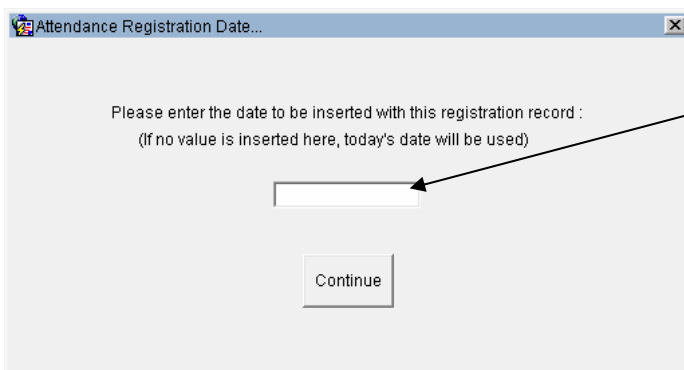
If the date field is left blank the current date will be used.

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Identifying Students According to Homerooms

Homeroom maintenance is setup for Charter Schools to identify where the student attends school. The room number will actually have the name of the Charter School in that field. The Homeroom Assignment screen in DC STARS will allow the users to add students to the Charter School (homeroom). The user will utilize the Homeroom field to associate students with a specific school.

Charter School Homeroom Code

6. To locate the Charter School homeroom code, the user will access Homeroom Maintenance screen:
School > School Information > Home Room Maintenance
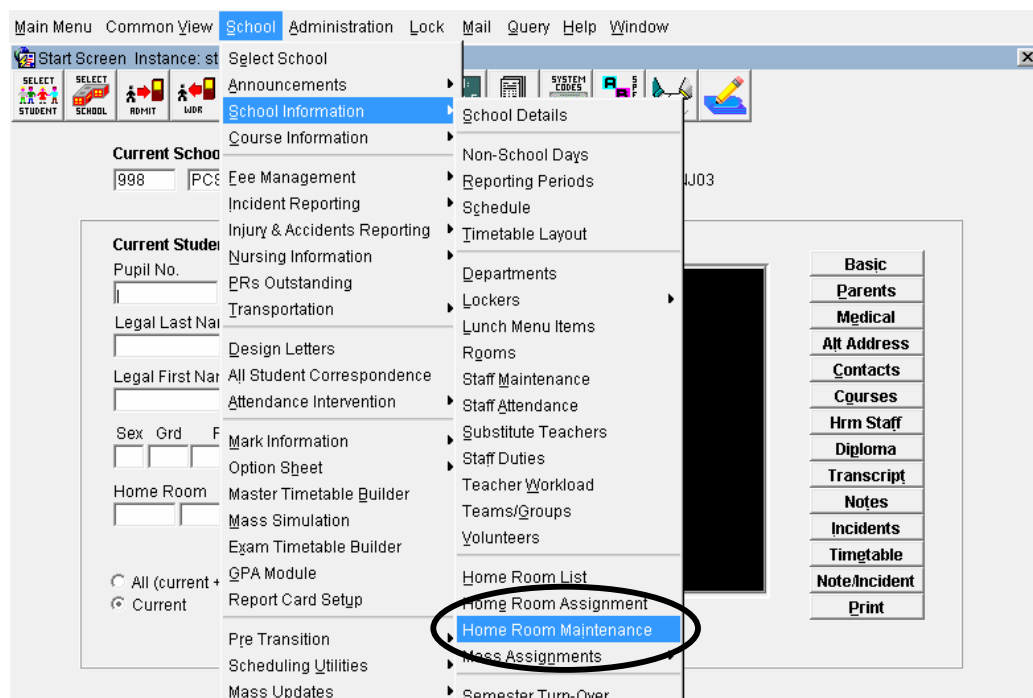
The Home Room Maintenance screen will produce the entire list of Charter Schools in the **Room** field and the Home Room 3 digit Code in the **HRoom** columns.

This Homeroom code should be <u>noted</u> and used for entering a student into the Charter School.

NOTE: <u>No changes are to be made in Homeroom Maintenance!</u>

Adding Students to a Charter School

7. From the start screen access Homeroom Assignments from the pull down menu:
School > School Information > Home Room Assignment

8. Select the F7 key to execute a query. Manually type the Homeroom code for your school and select F8 to execute the query.

9. Select the **ADD** button to insert the student into your Charter School.

The Select Pupil window will appear. Query the student by Pupil Number, or students Last Name and First Name.

After the student is located, select the student's name and click the **Select** button.

This will bring you back to the Home Room Assignment screen.

The student is now added to the list of students in the Charter School.

Select the **Save** button to retain the student in your school.

Exit through the door to return to the DC STARS Start Screen.

Reviewing a List of Students in a Charter School

To review a list of students in a specific Charter School;

10. From the start screen access Homeroom List from the pull down menu:
School > School Information > Home Room List

The Home Room List window will appear.

Query the Homeroom Code for your Charter School in the **Hrm** field. Verify that the correct Charter School name is present in the **Room** field. Students assigned to the Charter School are displayed.

Printing Homeroom List

Click the printer icon to print a Homeroom List report which includes all of the students enrolled in the listed Charter School. The report will appear as an Adobe file on your desktop.

Go to **File>Print** to print a hardcopy of the Home Room List to your local printer.